

# MHSOAC

## RFP STAKEHOLDER DIVERSE RACIAL AND ETHNIC COMMUNITIES 002

### Questions and Answers 1

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	RFP Section Reference	Question	MHSOAC Response
1	Purpose: Engagement of Diverse Racial and Ethnic	Is this RFP subject to CA DVBE mandatory 3% participation?(Disabled Veteran Business Enterprise)	No
2	Purpose: Engagement of Diverse Racial and Ethnic	Is this RFP exempt in participating in CA DVBE 3% participation?	This RFP is exempt from participating in the CA DVBE requirement
3	Purpose: Engagement of Diverse Racial and Ethnic	Our DVBE meets the criteria for engagement with diverse racial/ethnic peoples, how ca we participate in this RFP?	You may participate in this RFP by submitting a proposal or work with another organization that submits a proposal. All requirements in the RFP must be met before being considered for contract award.
4	IV. Scope of Work A2. Local Community Engagement Page 14	If an organization serves multicultural communities and has the capability to conduct multicultural outreach and hold a multicultural event, can this be included as one of the three events focused on a particular required population? Or must this count as one of the 3 events focused on a “population of the Contractors choosing”?	A multicultural outreach would be considered as part of the 3 events focused on a “population of the Contractors choosing”.
5	IV. Scope of Work D. Funding Page 21 towards the bottom of the page	Is “1. Event” described and referring to language on pages 15-16 under “2. Diverse Racial and Ethnic Communities Engagement Event:?”	IV.D.1. funding applies to requirements IV.A.2. Local Community Engagement, which includes IV.A.2.a.2. Diverse Racial and Ethnic Communities Engagement Event.  All funds, including IV.D.1. and IV.D.2. are budgeted for requirement IV.A.2. Local Community Engagement.

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6	IV. Scope of Work D. Funding Page 21 towards the bottom of the page	Is “2. Additional Local Community Engagement” described and referring to language on page 15 under “1. Local Advocacy Activity:”?	IV.D.2. funding applies to requirement IV.A.2. Local Community Engagement, which includes IV.A.2.a.1. Local Advocacy Activity.  These funds are for a Local Level Entity, if applicable. If there is no Local Level Entity in a proposal, these funds are for the Contractor. All funds, including IV.D.1. and IV.D.2. are budgeted for requirement IV.A.2. Local Community Engagement.
7	IV. Scope of Work D. Funding Page 21 towards the bottom of the page	Under 2. <i>Additional Local Community Engagement a. and b.</i> - “Commit spending \$15,000 directly <b>on each event</b> ” implies that there is an actual “event”. Does this refer to the presentation described on page 15 under “Local Advocacy Activity:?” Or does this mean there are actually <b>TWO events</b> that must take place at the local level, one under “Event” and one under “Additional Community Engagement”?  If this “event” is referring to the “presentation to local level decision makers”, it may not take \$15,000 for such a <i>presentation</i> .	There is only one event required for each Local Community Engagement (Five (5) events per year, and fifteen (15) events during the contract period). The funding is split between the Contractor (title “Event” on the Cost Worksheet) and a Local Level Entity, if applicable (titled “Additional Local Community Engagement” on the Cost Worksheet). If a proposal is not using a Local Level Entity, then these funds are for the Contractor. All “Event” and “Additional Local Community Engagement” budget funds are for requirement IV.A.2. Local Community Engagement.
8	IV. Scope of Work A. Contractor Responsibilities 2. Local Community Engagement Page 14	Under 2. LOCAL COMMUNITY ENGAGEMENT, it says that there will be “Five (5) events per year for <b>a total of fifteen (15) events</b> during the contract period.  Yet pages 21-22 imply under “1. Event” and “2. Additional Local Community Engagement”, that there	There is only one event required for each Local Community Engagement (Five (5) events per year, and fifteen (15) events during the contract period). The funding is split between the Contractor (title “Event” on the Cost Worksheet) and a Local Level Entity, if applicable (titled “Additional Local

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		is an event for each of these items so that would mean <b>two events</b> per local community. This would then total 30 events during the contract period. Please clarify how many local “events” are required per local community these sections seem to conflict.	Community Engagement” on the Cost Worksheet). If a proposal is not using a Local Level Entity, then these funds are for the Contractor. All “Event” and “Additional Local Community Engagement” budget funds are for requirement IV.A.2. Local Community Engagement.
9	IV. Scope of Work D. Funding Page 21 towards the bottom of the page	<p>1. Event Lines 1-15. b. What is NOT allowed under “Commit spending \$17,000 directly on each event”?</p> <p>May the contractor spend these funds to pay its staff for the time that staff works on that specific event?</p> <p>May the contractor spend these funds to pay an independent contractor for work (e.g. outreach) for this specific event?</p> <p>If the contractor subcontracts with an LLE, is the LLE allowed use these funds to pay its own staff for work on the event?</p>	<p>Question is too broad to answer completely. Expenses must be in compliance with requirement IV.A.2.a.2. Diverse Racial and Ethnic Communities Engagement Event</p> <p>Contractor staff is considered non-direct cost of an event, unless they are hired solely for the event and do not have any time, or function before or after an event. Funds identified as spending directly on an event, shall not be used for contractor staff.</p> <p>Contractor may pay an independent contractor as part of direct spending on an event, as long as it is in compliance with IV.A.2.a.2. Diverse Racial and Ethnic Communities Engagement Event.</p> <p>Budget designated for direct spending on an event, is not allowed for LLE staffing. In addition, the LLE has a different budget as identified in IV.D.2. Additional Local Community Engagement, and would not be spending from the Event line item.</p>

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		Same question referring to “Commit spending \$15,000 directly on each event” under “2. Additional Local Community Engagement”	See above responses
10	<p>IV. Scope of Work</p> <p>A. Contractor Responsibilities</p> <p>3. a. State Level Advocacy Event</p> <p>Page 16 and</p> <p>B. Deliverables</p> <p>3. State Level Advocacy Event</p> <p>a., b. and c.</p> <p>Page 22</p>	<p>Under this section, it says “Budgeted funds of \$10,000 per local/county/area in which <i>there has been</i> a Local Community Engagement event...” and then on page 22 under budgeted funds 3. “State Level Advocacy Event”. This implies that all 5 of the local events have to take place BEFORE the state level advocacy event takes place.</p> <p>This timeline requirement is too rigid. There may be a good time for the state level event to take place before all 5 of the local events have taken place. This would also mean that all 7 contractors would be conducting state level events within a short amount of time presumably in Sacramento, which could lead to conflicts and complications regarding finding venues, meetings at the Capitol with member offices, hotel rooms, etc.</p> <p><b>Recommendation:</b> Change the language on page 16 to “Budgeted funds of \$10,000 per local/county area in which a Local Community Engagement event <i>has taken place or will take place.</i>”</p> <p>There are certainly local advocates from a particular community that do not have to have had their “event”</p>	<p>See Addendum 1.</p> <p>Text changed to, “Budgeted funds of \$10,000 per local/county area in which there has been a Local Community Engagement event or in which one is scheduled in the same year as the State Level Advocacy Event, are available to assist these groups to attend).”</p>

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		in order to participate in a meaningful way at a state level advocacy event.	
11	IV. Scope of Work B. Deliverables 3. State Level Advocacy Event Page 22	Under the funding breakdowns regarding “\$60,000 spend directly on the event.” What would be disallowed expenses under this \$60,000 and what is the rationale for dividing \$120,000 by 2 to come up with this figure?	Question is too broad to answer completely. Expenses must be in compliance with requirement IV.A.3. State Level Advocacy Event. The intent of the requirement and related funding is to provide an event that maximizes participation of and impact to the State and community. The budget is generous enough to meet this intent.
12	IV. Scope of Work A. Contractor Responsibilities 2. Local Community Engagement Page 15	<p>As written, the section on “a. Engagement events shall include:” seems to imply that 1. “Local Advocacy Activity” consists of a presentation to local level decision makers.</p> <p>Before such a presentation takes place, there should be engagement and planning with the LLE and specific local members of the targeted community, yet nothing is written or outlined about this. This is separate and distinct from the planning for the event under 2. Diverse Racial and Ethnic Communities Engagement Event (although this planning could take place on the same day.</p>	The requirement related to the budget for funds spent directly on an Event, are listed at IV.A.2.a.2. All other requirements (e.g. IV.A.2.a.1, Local Level Activity) will use the funds not identified as spent directly on an Event.

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		<p>Could such a planning meeting for the local advocacy activity be billed under lines 16-30 “Event (1-15): Additional Local Community Engagement”?</p> <p>Could such a planning session fall under the definition of an “event”?</p>	
13	IV. Scope of Work D. Funding Page 21 towards the bottom of the page	<p>Under the first complete paragraph, it reads, “Proposed locations and dates for event activities cannot be the same in multiple proposals.”</p> <p>While this bidder approves and supports the principle that a state level organizations should not cut corners or “double bill”, this language also precludes situations where it might make sense to hold the state level events on the same day. For example, an excellent time for a contractor to conduct the state level event might be the day before or the day after or in conjunction with “Mental Health Matters Day”.</p> <p>Likewise, if there is a similar type event in Southern California/L.A. County that would be conducive to holding a local community engagement event, this could be a good time to hold two.</p> <p>If the state level organization could show that the required amount of funding was utilized for the separate stakeholder groups, and that it did not “double bill” for rooms, venues, and staff time, etc., why</p>	<p>The language referred to appears in Section C, Contract Term and available funding and only applies to Proposers who will submit proposals for multiple target populations.</p> <p>This requirement will not change to ensure each target population receives the full attention they deserve under each RFP. Each RFP has been allocated a generous amount of funding to ensure maximum participation of Local communities and the State.</p>

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		shouldn't they be allowed to conduct event activities on the same dates and cities?	
14	N/A	How many grants does the OAC anticipate making for each stakeholder population? Is it confirmed to only be one per population?	One contract will be awarded to a state-level advocacy organization to provide advocacy, training and education, and outreach and engagement on behalf of Diverse Racial and Ethnic Communities throughout California (See Section I.A)
15	III.D	If the proposal includes subcontractors, may the subcontractors contract with local-level entities, or may only the prime proposer do so?	III.D. states that, "...Proposers may...contract (subcontractor) with a Local Level Entity (LLE). Subcontractors are to be paid directly by the Contractor." Therefore, there must be a direct relationship/contract between the Contractor and Local Level Entity.
16	IV.A.2	Is the contractor required to hold 1 event or 2 events in each of the regions over the life of the contract?	<u>No less than one (1) event</u> shall occur in each of the five (5) regions of the State (Bay Area, Central, Los Angeles, Southern, and Superior) over the contract period, without duplicating the event location in any of the regions (See Section IV.A.2.)
17	IV.A.2	Can more than one local event be held in any one county if the target population is different? For example, is the intent that only one event is held in Los Angeles county over the life of the contract, or may the contractor hold one event with a focus on African American communities and a second with a focus on API communities?	Yes, as long as the event location is not duplicated.  No less than one (1) event shall occur in each of the five (5) regions of the State (Bay Area, Central, Los Angeles, Southern, and Superior) over the contract period, <u>without duplicating the event location in any of the regions</u> (See Section IV.A.2.)

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18	IV.A.2	Los Angeles is both a county and a region - what is the minimum number of events that must be done in Los Angeles county and what is the maximum number of events permitted?	<p>The minimum for all regions is one event. There is no maximum.</p> <p><u>No less than one (1) event shall occur in each of the five (5) regions</u> of the State (Bay Area, Central, Los Angeles, Southern, and Superior) over the contract period, without duplicating the event location in any of the regions (IV.A.2.)</p>
19	IV.A.2	The RFP states, "No less than one (1) event shall occur in each of the five (5) regions of the State (Bay Area, Central, Los Angeles, Southern, and Superior) over the contract period, without duplicating the event location in any of the regions." How is the event location defined? Is it the county or the specific venue?	Depending upon the Proposer's proposed event, this could be a specific venue, neighborhood, city, county, or region.
20	IV.A.2	Is the contractor required to print the annual state of the community report, or can it be distributed digitally? If printing is required, how many copies should be budgeted for?	The Contractor shall submit three (3) hard copies and one (1) digital copy of the report.
21	IV.D	The RFP requires the contractor to spend half of different budget areas directly on that item (e.g. event). Does "direct" spending include personnel time? Or must it be direct external expenses (venue, meals, travel, etc.)? If personnel time is permitted, how much substantiation is needed to prove that we spent sufficient personnel time to meet their thresholds?	<p>Personnel time is not considered direct if they are employed before and/or after the event, or have duties before and/or after the event.</p> <p>Expense must be in compliance with requirement IV.A.2.a.2. Diverse Racial and Ethnic Communities Engagement Event.</p>



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			The intent of the requirement and related funding is to provide an event that maximizes participation of and impact to the local Community. The budget is generous enough to meet this intent.
22	VI	May the references be from organizations who will be serving as local level entities?	The reference must meet the criteria for being a reference. There are no restrictions as to whom a proposer can use for a reference.
23	VI	Will organizational and individual references be called to provide comments, or will they only have to submit written comments?	The MHSOAC reserves the right to contact the reference, if needed, during the scoring process.